



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
ASSOCIATE REVENUE PROCESSOR (REVENUE SERVICES)

ANNUAL \$48,666
SALARY: \$62,123

SALARY
GROUP: AR 18

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 072070ACMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH TEST DATES FOR 2011)

PURPOSE OF CLASS: In the Department of Revenue Services this class is accountable for acting as a working supervisor for Revenue Processors and clerical employees or resolving the most complex tax document and account processing within a variety of financial data systems activities a majority of the time.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF REVENUE SERVICES** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Four years of experience involving the billing of accounts or processing of tax documents such as applications, returns or billings.

SPECIAL EXPERIENCE: Two years of the General Experience must have involved the preparation, verification and analysis of input and retrieval of data from a complex financial computer system at the level of Revenue Processor.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of methods of processing taxpayer data into financial data systems; considerable knowledge of research methods and sources of information used in verifying taxpayer accounts; knowledge of functions and responsibilities of agency units; knowledge of methods of computation of tax liabilities; knowledge of tax statutes affecting processing, registration and billing of taxpayer accounts; knowledge of tax processing, billing and registration procedures and terminology; interpersonal skills; oral and written communication skills; ability to read and interpret computer output; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by **MARCH 21, 2011 for the APRIL 29, 2011 grading date; and by SEPTEMBER 19, 2011 for the OCTOBER 28, 2011 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/cr1.aspx?page=13>) and at the Department of Revenue Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

(revised October 26, 2010)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.